

Top Tips When Writing A Council Report

- Ensure Arial 12 was used throughout the report and the date is that of the Council meeting
- Proofread; check spelling and grammar (Read it out loud, you will find errors this way; readers will doubt the validity of the facts presented and the value of your recommendations should they find errors)
- Written so an outsider to the organization can come up with the same conclusion that you have
- Verify that all numbers throughout the report match and total as they should
- Does this report require a bid evaluation, an agreement, an AAR, a MFS or a PAR? If so, did you work with departments?

EXECUTIVE SUMMARY

- Should be limited to one paragraph
- Should provide all of the critical facts needed to take the action requested
- No new information should be included here that is not already in another part of the report

BACKGROUND

- Details of the report are placed here as this is the longest part of the report
- Include the statement “The City Attorney’s Office has reviewed and approved as to form the proposed Agreement.”, if applicable

ENVIRONMENTAL FINDINGS

- Include the status of the CEQA and the applicable categorical exemptions

LOCAL PREFERENCE

- This section is used only for competitive bid awards
- Include a statement if State or Federal money will be used
- N/A because it is more than ½ of 1 percent; however, if the answer is yes, state why

FISCAL IMPACT

- Funding Source should clarify if the General Fund is or is not impacted
- Appropriation Authority
 - Is it already budgeted?
 - Is the AAR attached
- If appropriate speak to impact on other projects or timing of funding from other agencies
- Future obligations (e.g. lease will continue for 3 years at an annual cost of \$50,000)

*AAR = Annual Appropriation Resolution Contact Budget
Agreements = Contact the City Attorney’s Office
Bid Eval = Contact Purchasing
MFS = Master Fee Schedule Contact Budget
PAR = Personal Appropriation Resolution Contact Personnel